



# **TRANSFER OPPORTUNITY**

## **FOR STATE EMPLOYEES**



### **DEPARTMENT OF INDUSTRIAL RELATIONS LABOR STANDARDS ENFORCEMENT WAGE CLAIMS ADJUDICATION**

#### **Office Technician Spanish Speaking**

**Position:** Office Technician (Typing)  
\$2686-3264

**Location:** San Jose

**Duties:** Under the direction of the Deputy Labor Commissioner III, acts as lead clerical: In addition to overall clerical operations, responsible for the clerical functions of cashiering and docketing. Plans, organizes, and directs the work of the subordinate clerical staff. Recommends appropriate action in the hiring, transferring, promoting and evaluating subordinate clerical employees. Trains clerical employees; provides secretarial support to the Deputy Labor Commissioner III and professional staff; performs the most difficult and complex clerical work; independently responds to routine correspondence; answers telephone inquiries and assists the public at the counter.

Any current SROA/Surplus employee or anyone eligible for transfer, list appointment, or training and development assignment to the above class may apply by sending a standard State application (Form Std. 678) to the address below. Please note that SROA and eligible Surplus Employees will be given first consideration in accordance with SROA provisions.

Department of Industrial Relations  
Division of Labor Standards Enforcement  
Wage Claims Adjudication  
Attn: Joan Healy, Sr. Deputy  
100 Paseo de San Antonio, Rm. 120  
San Jose, CA 95113

California Relay System Telephone number for the deaf and impaired: 1-800-735-2929

Submit Application By: **July 7, 2008**, or until position filled. Applications will be reviewed and interviews for some or all applicants may be scheduled subsequently.

CALIFORNIA STATE GOVERNMENT - EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION.